

PROCEDURES FOR RECEIVABLES, COLLECTIONS AND LOCKBOX

1. **Receivables.** Accounts Receivable usually result from a bill to a debtor for services or materials that require reimbursement to the Coast Guard. A "bill" is a statement of and demand for money due the Coast Guard from individuals, commercial vendors, Other Government Agencies (OGA'S), other Coast Guard accounting offices and other appropriations.
 - a. Unless there is an authorized exception, the originating office or unit sends a memo or for an/a:
 1. ATON Refund Receivable: A Billing for Sales of Materials or Services (CG-3621) and a memorandum from the District Office requesting an ATON Refund Receivable to be set up is required.
 2. Marine Inspector Overtime Bills Refund Receivable: A Billing for Sales of Materials or Services (CG-3621) from the USCG Sector Office requesting Refund Receivable to be set up is required.
 3. FOIA Refund Receivable: A Debt Memorandum, Commercial Request Fee Calculation Form from G-MRI-1 requesting Refund Receivable to be set up is required.
 4. Restitution Refund Receivable: A court order restitution document from **Legal Service Office** requesting Refund Receivable to be set up is required.
 5. License/lease Refund Receivable: A License/lease Agreement from **Legal Service Office Alameda** or unit requesting Refund Receivable to be set up is required for FINCEN (OGR) to bill a debtor.

Included in this memo must be the amount of the bill, a complete name and address of the individual or firm to be billed, a description of what the billing is for and the appropriate accounting line. If it is a reimbursable, include the reimbursable number. Also be sure that any funding documents are cited on the memo. Any written form of commitment you may have from the debtor should be included. **The FINCEN will bill the debtor and will perform any necessary collection follow-up. See figure 9-1.**

Note: **There is a legal requirement that billing occur within 5 days of receipt of goods or services. Therefore, all documentation should be forwarded to FINCEN in a timely manner.**

- b. Refund Receivables. Refunds represent the pay back of overpayments or amounts paid in error. They are treated as reductions of expenditures and when billed are proper for credit to the appropriation originally charged. This is the only type of receivable transaction that will appear on a unit's PES report as a credit expenditure. These will usually appear under the same document number as the original expenditure. Examples of these type of transactions are duplicate payments, transportation ticket refunds, erroneous payments, etc.

- c. Revenue Receivables. Revenues are amounts due representing the value of commodities, work or services furnished to another appropriation, individual or firm which by law may be credited to the appropriation which financed such items or activities. Examples of these type of transactions are National Pollution Fund and Supply Fund.
- d. Reimbursable Program. The reimbursable program is a group of AFC 80, 88, and 94 accounts used to establish receivables to collect money from other government agencies (OGA's), commercial vendors, etc., for service/supplies furnished. The FINCEN requires written documentation from the party to be billed agreeing to reimburse the Coast Guard. Without this agreement, there is a potential for an over-obligation of funds.

NOTE ON REIMBURSABLES: A reimbursable account occurs when OGA's ask the Coast Guard to do something for them, such as travel or to perform work. They also agree to reimburse the Coast Guard for the travel or services performed. The FINCEN's accounting system cannot directly charge the books of the OGA and must establish an AFC 80 or 88 account in OE (could also be AC&I or Research, Development, Test, and Evaluation (RDT&E)). AFC 94 accounts have been established for Reserve payroll and travel. These are administered by CG HQ. The accounting system requires the FINCEN to assign a reimbursable

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| DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3621 (TEST) | BILLING FOR SALE OF MATERIALS OR SERVICES | BILL NO. 5F000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BILLING UNIT Commanding Officer (ogr) U. S. Coast Guard Finance Center 1430A Kristina Way, Chesapeake, VA 23326 | DATE 8-10-94 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (Coast Guard Units should use a window envelope when forwarding this form.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TO: [A B C COMPANY P.O. BOX 123 ANYWHERE, VA 12345 REF: TUG ANYNAME] | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">DIST/ REG</td> <td style="width:10%;">APPN. CODE</td> <td style="width:10%;">LIM CODE</td> <td style="width:10%;">ALLOT FUND CODE</td> <td style="width:10%;">OBJECT CLASS</td> </tr> <tr> <td style="text-align: center;">D</td> <td></td> <td style="text-align: center;">1 2 3</td> <td style="text-align: center;">3 0</td> <td style="text-align: center;">2 6 0 3</td> </tr> <tr> <td colspan="2">PROGRAM ELEM.</td> <td colspan="3">POST CTR.</td> </tr> <tr> <td style="text-align: center;">P</td> <td style="text-align: center;">E</td> <td style="text-align: center;">1 2 3 4 5</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">BILL AGREE/NO.</td> <td colspan="3">SUFFIX</td> </tr> <tr> <td colspan="2">G220 - \$ 349.50</td> <td colspan="3"></td> </tr> <tr> <td colspan="2">*01 - 796.50</td> <td colspan="3"></td> </tr> </table> | DIST/ REG | APPN. CODE | LIM CODE | ALLOT FUND CODE | OBJECT CLASS | D | | 1 2 3 | 3 0 | 2 6 0 3 | PROGRAM ELEM. | | POST CTR. | | | P | E | 1 2 3 4 5 | | | BILL AGREE/NO. | | SUFFIX | | | G220 - \$ 349.50 | | | | | *01 - 796.50 | | | | | |
| DIST/ REG | APPN. CODE | LIM CODE | ALLOT FUND CODE | OBJECT CLASS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| PROGRAM ELEM. | | POST CTR. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *01 - 796.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| THE FOLLOWING MATERIALS OR SERVICES WERE FURNISHED TO YOU BY THE U.S. COAST GUARD: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DATE SERVICES RENDERED | DESCRIPTION | AMOUNT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aid Damaged: 04 MAY 94 | To reimburse the U. S. Coast Guard for repairing navigation aid CORE CREEK DAYBEACON 30, (LLNR 12345), establish and discontinue TRUB. Daybeacon was hit and destroyed by the tug ANYNAME on May 4, 1994. It was rebuilt by CGC NAME on May 5, 1994. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aid Repaired: 05 MAY 94 | VESSEL TIME: To establish TRUB 1.5 hrs @ \$233/hr To rebuild light 1.0 hr. @ \$447/hr MATERIALS EXPENDED: STRUCTURE AND TOWER COSTS: | \$ 349.50 447.00 293.45 300.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DISTRICT CLAIM NO. D12-oan-0000 | | TOTAL ➔ \$ 1,389.95 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please mail check or money order payable to U.S. Coast Guard. Please include the bill number on your remittance to ensure proper credit is applied to your account. Return with a copy of this bill to the address below: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| [U. S. COAST GUARD -OTHERS P.O. BOX 7777 - W8595 PHILADELPHIA, PA 19175-8595] | (SIGNATURE OF BILLING OFFICER) JEANIE BROOKS Chief, Reconciliation Section By direction of the Commanding Officer POC: Charlotte Paulsen Ph# (804) 523-6937 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

FIGURE 9-1 Billing for Sale of Materials or Service

1. d. agreement number. In order to establish the account and assign the agreement number, the FINCEN needs a copy of the agreement with the OGA. FINCEN (OGR) provides the reimbursable agreement number to be used in the system data field.
- e. Following are specific procedures for certain receivables:
 - (1) Traveling Examination Teams.
 - (a) The Coast Guard has consolidated the licensing function into Regional Examination Centers. Traveling examination teams lessen the impact on mariners who are remote from the Regional Examination Centers.
 - (b) Commandant (G-MVP) administers the program. The Regional Examination Center determines the need for a traveling examination team trip and requests travel orders and accounting data from Commandant (G-MVP). Commandant (G-MVP) issues all travel orders and charges expenses to a reimbursable account established by the FINCEN.
 - (c) Commandant (G-MVP) provides a single billing source on a letter to FINCEN (OGR). The Coast Guard must receive this letter prior to any travel. This letter is an agreement to reimburse the government and gives the billing address of the party to be billed.
 - (2) Merchant Vessel Inspections.
 - (a) The Commandant (G-MVI) administers the Merchant Vessel Inspection Program. The travel order must cite the reimbursable agreement number and the company to be billed.
 - (b) The traveler submits the travel claim, DD-Form 1351-2, with the travel log to the travel office. The adjudicated claim and travel log are sent to the FINCEN for payment. If multiple companies are to be billed, the vessel log and billing prorating worksheet must be provided to the FINCEN (OGR) along with all applicable receivables including copies of airline tickets. The FINCEN (OGR) bills appropriate companies using inspection logs and travel/transportation documentation.
 - (3) Damage to Aids to Navigation (Large Aids).
 - (a) The District (oan) prepares a memorandum and forwards it to the FINCEN (OGR) with the following information:
 1. Complete name and address of the company/person to be billed.
 2. Identification of the aid to navigation damaged or destroyed, name of the vessel(s) involved, and the date of the incident.
 3. Standard charges (i.e., preparation of buoy, service charge, vessel time, personnel cost, and vehicle mileage).

1. e. (3) (a)
 4. Total material cost to repair the damaged aid to navigation and the accounting string of the unit, which paid for the material to make the repairs.
 5. A point of contact (name and telephone number).
- (b) The FINCEN will establish an accounts receivable and prepare the first demand letter, complying with the requirements set forth in 4 CFR Section 102.2 (b), and send it to the vessel owner or agent as appropriate. OGR will provide the requesting office a copy of the bill for their files.

Note: Reimbursements for unit out of pocket expenses are credited to the unit's funds in the fiscal year (FY) they are collected. For example, costs incurred in FY93 but collected in FY94 will be credited to FY94 funds.

f. Other types of Receivables include:

- (1) Civil Fines and Penalties handled by the Finance Division at **Legal Service Office, (LSC)**.
- (2) Billing for the Coast Guard housing leased by other agencies in accordance with an agreement with the Coast Guard. The housing office will provide all required documentation and accounting information to the FINCEN (OGR).
- (3) Health Care Third Party Claims Recovery billings and associated follow up is handled by Commandant (G-KRM). Commandant (G-KRM) will provide copies of all billings to the FINCEN (OGR).
- (4) Trailer Park rentals. Upon execution of a lease, the housing office will forward a copy to the FINCEN (OGR). The FINCEN (OGR) then sends a letter to the lessee advising them where to send payment in accordance with the terms of the lease. No billings are sent to the member.
- (5) Billings for utilities for business in Coast Guard owned/leased space in accordance with an agreement with the Coast Guard. The Finance Center will establish a reimbursable receivable and will bill the responsible party, as stipulated in the agreement. Items normally billed for are electricity, gas, water, trash collection, sewage etc., unless these items are the responsibility of the lessee. Maintenance expenses will not include personal services. If these items are handled as one payment such as a master meter or contract, the original payment should be made out of unit funds. The charges should be prorated periodically (monthly or quarterly) and a memo sent to the Finance Center (OGR) along with the basis for the proration, accounting line originally charged, the accounting line for the appropriate reimbursable agreement and any supporting backup. The Finance Center will process an accounting adjustment and issue the billing.
- (6) **There are numerous other types of receivables for incidents such as** damage to a Coast Guard unit, damage to a government vehicle, etc. Backup documentation for these should be forwarded to the FINCEN (OGR). The FINCEN will issue the billing.

2. Collections.

- a. Appropriation reimbursements are collections for commodities, work or services furnished another government agency, appropriation, individual, firm or corporation which by law may be credited to the appropriation which financed or will finance such items or activities. **In the absence of statutory authority, fees and commissions paid either to the Government or to a Government employee for activities relating to official duties must be deposited in the Treasury as miscellaneous receipts.**
- b. Expenditure refund collections are proper for credit to an appropriation and treated as a reduction of expenditures. They must relate to previously recorded expenditures. Refunds of advances may be the result of travel or permanent change of station (PCS) or may be from contract work, other government agencies or other funds.
- c. Some examples of collections that are required by statute to be deposited with Treasury as miscellaneous receipts are Freedom of Information Act (FOIA) checks, jury and witness fees, pay telephone commission checks, Health Care Third Party recoveries, leases, licenses and certain Title 46 User Fee collections. These collections will never show up on your PES report.
- d. Examples of expenditure refunds are Travel Management Center rebates, utility rebates and repayment for unofficial use of government phones. If the FINCEN can identify the original document number, the credit expenditure will be applied to it. If the FINCEN cannot identify the original number, it assigns a nonstandard number.

3. Lockbox. The FINCEN has entered into an agreement with the Department of Treasury, Financial Management Service (FMS) to process check collections through Treasury's Lockbox network. FINCEN uses different banks for certain types of collections. A Post Office box is established and the remitter mails checks directly to the Post Office box. The Lockbox bank picks up mail numerous times each day from the Post Office box and processes the checks through the banking system. Copies of the checks and any backup information are sent to the FINCEN daily. The FINCEN reconciles the information and records the collection.

- a. There are multiple Post Office boxes established for Coast Guard collections. It is **CRITICAL** that collections are sent to the proper Post Office box.
NOTE: DO NOT SEND CASH.

b. The categories and associated Post Office boxes are as follows:

- (1) Coast Guard Dining Facility (CGDF) Sale of Meal checks, cashier's checks and money orders should be sent to the following address:

United States Coast Guard Sale of Meals
PO Box 531699
Atlanta, GA30353-1699

For overnight courier:
Bank of America
Lockbox #531699
1075 Loop Road
Atlanta, GA 30337-6002

3. b. (1) A transmittal letter containing the unit OPFAC, amount of money transmitted less cost of money orders, and the month the sale was listed on the CGDF report must be submitted with all checks to the above address. Provide breakdown by month if transmittal covers multiple months.

Note: When transmittal contains more than 50 checks, separate checks into batches of 50 or less. Attach original transmittal letter to the first batch of 50 checks and a copy of the transmittal letter to each additional batch.

The FINCEN (OGP) issues an acknowledgment to the Dining Facility upon confirmation of the deposit from the Lockbox bank. Refer questions concerning collections to the FINCEN (OGP), (757) 523-6869.

- (2) Various Marine Safety Offices and Marine Inspection Offices collect Title 46 user fees. In accordance with Commandant (G-MP) policy letter of January 1992, forward these fees to the following address:

| <u>Lockbox Address</u> | <u>Street Address for Courier/ Express Mail</u> |
|--|---|
| United States Coast Guard User Fees PO Box 531769 Atlanta, GA 30353-1769 | Bank of America Lockbox #531769 11075 Loop Road Atlanta, GA 30337-6002 |

- (3) Send travel advance repayments, accounts receivable payments, FOIA payments, and miscellaneous payments to:

| <u>Lockbox Address</u> | <u>Street Address for Courier/ Express Mail</u> |
|--|---|
| USCG ART/Others PO Box 530249 Atlanta, GA 30353-0249 | Bank Of America Lockbox Number 530249 (ART/Others) 1075 Loop Road Atlanta, GA 30337-6002 |

All travel advance repayments should be sent with a copy of the travel advance repayment letter. A copy of the applicable bill should be sent with the payment for any receivable transaction. FOIA payments should be sent with a copy of the FOIA letter/bill.

- (4) Send all Civil Fines and Penalties checks to:

| <u>Lock Box Address</u> | <u>Street Address for Courier/ Express Mail</u> |
|--|--|
| United States Coast Guard CFP PO Box 531112 Atlanta, GA 30353-1112 | Bank of America Lockbox #531112 1075 Loop Road Atlanta, GA 30337-6002 |

- (5) Deposits for certificates of financial responsibility (COFR) issued by the National Pollution Funds Center, non-military certificates issued by Commandant (G-P) and imprest funds should be sent to:

United States Coast Guard CNI
PO Box 531229
Atlanta, GA 30337-6002

For overnight courier:
Bank of America
Lockbox #531030
1075 Loop Road
Atlanta, GA 30337-6002

- (6) Checks from the National Pollution Funds Center (NPFC) should be sent to:

Contact NPFC at 202-493-6826 for guidance.

- (7) Checks sent to Coast Guard for vessel inspections should be sent to:

| <u>Lockbox Address</u> | <u>Street Address for Courier/ Express Mail</u> |
|--|--|
| United States Coast Guard Vessel Inspection Fees PO Box 531030 Atlanta, GA 30353-1030 | Bank of America Lockbox #531030 1075 Loop Road Atlanta, GA 30337-6002 |

- (8) Deposits for any other type of check or money orders should be sent to the ART/OTHERS lockbox. If you have any doubt as to which lockbox to use, then send the deposit to the following address:

USCG ART/Others
PO Box 530249
Atlanta, GA 30353-0249

For overnight courier:
Bank of America
Lockbox Number 530249 (ART/Others)
1075 Loop Road
Atlanta, GA 30337-6002

NOTE: Do not mail checks to the FINCEN. This will cause a delay in processing because the FINCEN will have to mail the checks to the proper Post Office Box.

4. **Credit Card Collection Network.** The Treasury has contracts with various banks to accept payments with selected personal credit cards. When units want to use this method as a collection tool, contact FINCEN (OGR), (757) 523-6933.

5. Wire Transfers.

- a. Wire Transfers from customers/vendors occur frequently in the U. S. Coast Guard. The correct procedures and information need to be used for these transactions to happen properly.
- b. When a customer attempts to wire U. S. Dollars to the U. S. Coast Guard the following wire payment instructions are necessary:
 - (1) Send to: **Federal Reserve Bank, New York City, NY**
(via any U.S. bank)
 - (2) Beneficiary (BNF): **70060000**
The U.S. Treasury Agency Location Code for the U.S. Coast Guard
 - (3) ABA Number: **021030004 Treas NYC**
The receiver's Financial Institution (FI) – American Banking Association (ABA) number for the U. S. Coast Guard.
 - (4) Type/Subtype code: **10 00 (Type/subtype code is mandatory)**
 - (5) Originator to Beneficiary (OBI): **For description. *Cite the Bill Number(s) in the description.***

SWIFT CODE: FRNYUS33FX1 Federal Reserve Bank of New York (Foreign Transfers)